



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, WEST POINT
646 SWIFT ROAD
WEST POINT, NY 10996-1942

September 16, 2019

IMML-HRA-F

MuckRock News
DEPT MR 78189
411A Highland Ave
Somerville, MA 02144-2516

Dear Sir/Ma'am:

Our office has come in receipt of a letter by postal mail, following up on a previous request originally submitted via email to an incorrect FOIA email, therefore our office never received this request.

I have enclosed a FOIA template for your use in submitting a FOIA request. You may send the request to usarmy.westpoint.id-training.mbx.foia-pa@mail.mil. Once the request is received and opened you will receive an acknowledgement letter to the email address you provide in the request.

Please note, the FOIA office is unable to open a request under a generic company name. A specific person's name representing the company has to be provided as a point of contact.

If you have any questions you may write directly, email usarmy.westpoint.id-training.mbx.foia-pa@mail.mil, call the FOIA Coordinator at (845) 938-2964/7313.

Sincerely,

TYMOCZKO.DANIELL
E.RENEE.1265251958

Digitally signed by
TYMOCZKO.DANIELLE.RENEE.126
5251958
Date: 2019.09.16 09:27:21 -04'00'

Danielle R. Tymoczko
Freedom of Information/Privacy Act Officer
US Army Garrison-West Point

Today's Date

USAG, West Point
DHR Administrative Services Division
Freedom of Information Act/Privacy Act Office
ATTN: FOIA Officer
646 Swift Road
West Point, NY 10996

RE: **Freedom of Information Act Request**

To Whom It May Concern:

Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, I request copies of the following record(s):

- 1) Describe in details the specific records you are requesting. A record description must contain sufficient file-related information (Type of document, subject area, date of creation, contract number, originator, etc.) or request must contain enough event-related information to permit the activity to conduct an organized, nonrandom search (date and circumstances surrounding the event the record covers).

In order to help you determine my status for the purpose of assessing fees, you should know that I am an individual seeking information for personal use and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$ _____. If the cost exceeds the total amount indicated, please inform me first.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

Full Name and Signature
Address
Phone Number
Email Address